

# **Instruction to Committees of Diocesan Convention**

Committees of the convention include enduring committees and committees for the duration of convention. Enduring committee members serve from the time of election at the beginning of one convention until the election of members at the beginning of the following convention. Vacancies which occur will be filled by appointment of the bishop or ecclesiastical authority. Members of committees for duration of convention serve from the time of election until the adjournment of that convention.

## **Enduring Committees:**

**Constitution and Canons:** To review and recommend any recommended amendments to the Constitution and/or Canons of the Diocese. Ensure that the Constitution and the Canons of the Diocese conform to the requirements of state law and the Canons of The Episcopal Church. At minimum, the committee will include two (2) members of the clergy and two (2) lay persons. The chancellor of the diocese will be an ex-officio member of the committee.

**Minutes Review Committee:** Works with the secretary of the convention to provide accurate minutes of the convention to the standing committee for their review and acceptance.

## **Committees for Duration of Convention:**

**Dispatch of Business:** Consult with the President of the convention, the Secretary, and various committee heads, and to establish the order of business for each business session.

**Bishop's Address:** Review, prayerfully reflect on, and interpret the bishop's address for the body. If appropriate, prepare and move any resolutions in response to the bishop's address.

**Resolutions:** Receive resolutions referred by the convention and review same. Confer with authors of resolutions, if the committee suggests changes, and report to convention in one of the following alternative forms:

- A. Recommend adoption, with or without amendments. The question will be on the adoption of the resolution or the resolution as amended.
- B. Recommend rejection, with or without reasons. The questions shall be on the adoption of the resolution.
- C. Make no recommendation. The question shall be on the adoption of the resolution.
- D. Recommend that the resolution be discharged from further consideration:
  - a. The matter is not within the scope of the committee's function, in which case it may recommend referral to another committee.
  - b. The matter has already been dealt with by the action of the convention.
  - c. For other stated reasons.

## Instruction to Committees of Diocesan Convention Continued

### **Budget Review:**

- A. Receive the budget as presented by the Standing Committee.
- B. Study it carefully.
- C. Hold a budget hearing at a time set by the Convention agenda.
- D. Present the budget, with any committee revisions, to the convention for its action.

**Next Convention:** Responsible for arranging the location and dates of the next convention. Keeping in mind, the convention registration fee is based on a rotation of cost effective locations (Anchorage area and/or Fairbanks) and once every 5 (Five) years going to a location other than one of those.

### **Nominations and Elections:**

- A. Receive nominations to be filled by vote of the convention, ensuring consent of each person so nominated.
- B. Prepare a slate of nominees and present to convention.
- C. Ensure that voting procedures are followed per Diocesan Canons.
- D. Tabulate votes and bring results of elections before convention.

### **Courtesy Resolutions**

- A. Prepare appropriate resolutions of courtesy and appreciation and present them to the convention at the last business session.
- B. Responsible for conveying the convention's resolutions for courtesy, appreciation, condolences, greetings, etc., to the appropriate parties, in writing.

### **Prayer:**

- A. Meet together to pray for the convention, its business, and concerns.
- B. Remain available for private, intercessory or pastoral prayer during convention.